College of Alameda

**Health & Safety Committee**

**Meeting AGENDA**

**Date and Time: 5/7/2020
Meeting Time: 1:00-2:00 pm**

**Meeting Location: Zoom**

Co-Chairs: Chungwai Chum, Rachel Goodwin

Note Taker: Shuntel Nathaniel

Committee Members: Chungwai Chum, Aja Butler, Ana McClanahan, Donna Jones, Natalie Rodriguez, Caitlin Gilbert, Sabeen Sandhu, Rachel Goodwin, Sabrina Igot Sabrinaigot@gmail.com, koueki23@gmail.com

Guests: Selwyn Montgomery

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| **Topic** | **Facilitator** | **Action** | **Outcomes/Follow Up Actions** |
| Call to Order | Chum |  |  |
| Approval of Agenda | Chum | Adopt the agenda as distributed. |  |
| Approval of Minutes | Chum | 2/27/20 Minutes |  |
| Review current year goals | Committee | Discussion | Carryover items to next fiscal year |
| Safety measures District/College taken since Shelter in Place | Committee | Discussion |  |
| ADA Assessment  | Natalie/Goodwin | Discussion | Spreadsheet finalize |
| District’s info on preparing proper ergonomic set up for home offices | McClanahan | Discussion |  |
| Ensure social distancing protocol when we reopen for services area | McClanahan | Discussion |  |
| Other Items | Chum | Last-minute and/or unagendized items to be brought forth by members |  |
| Adjournment |  |  |  |